

Eligible SNAP Request	Capital Improvements (Non- Eligible SNAP Items)	Routine Service Items
<i>Pending Availability of Operating Budget Funds under \$25,000</i>	<i>(Typically Considered Under CIP) Projects Costing Over \$25,000</i>	<i>Year round request and CIP programs -Request through 311</i>
<ul style="list-style-type: none"><li>• Picnic tables</li><li>• Benches</li><li>• Barbecue grills/pits</li><li>• Trash receptacles</li><li>• Standard park signage</li><li>• Park access controls - gates and fencing</li><li>• Drinking Fountains</li><li>• Restripe recreational amenities (i.e. tennis courts, basketball courts, etc.)</li><li>• Tree planting &amp; maintenance (esplanade ONLY)</li><li>• Mulch esplanade</li><li>• Minor drainage corrections on park grounds (other drainage improvements will require major grading &amp; infrastructure via CIP)</li><li>• Minor trail and parking lot repairs (other repair/replacement must be accomplished via CIP)</li></ul>	<ul style="list-style-type: none"><li>▪ Land Acquisition</li><li>▪ Basketball pavilions, sports facilities and fields</li><li>▪ Buildings</li><li>▪ Parking lots/walking trails</li><li>▪ Security lighting</li><li>▪ Aquatics facilities</li><li>▪ Playgrounds</li><li>▪ Picnic shelters/pavilions</li><li>▪ Skate parks</li><li>▪ Major drainage improvements (within parks)</li><li>▪ Standard playground</li><li>▪ Bleachers</li></ul>	<ul style="list-style-type: none"><li>▪ Emergency repairs</li><li>▪ Maintenance requests for facilities or park grounds</li></ul> <p><i>See full list of Online Service Request/311</i></p>

**Online Facilities Maintenance Request through 311**

<b><u>Type of Service Request</u></b>	<b><u>Task Duration</u></b>	<b><u>Description of Task</u></b>
PR Ballfield Maintenance	14	Repair football/softball/soccer/volleyball field inside a city park
PR Break-in	4	Unauthorized access inside a city park
PR Park Sidewalk Repair	42	Broken <b>paved</b> sidewalk inside a city park
PR Court Surface Repair	14	Broken <b>paved</b> basketball or tennis court inside a city park
PR Park Curb Repair	42	Broken curb (not by tree root) inside a city park
PR Dugout Repair	42	Repair hardball/softball dugout <b>in a city park</b>
PR Electrical Hazard	4	Wire dangling/down/sparking <b>in a city park</b>
PR Fountain Repair	10	Drinking/decorative fountain <i>not <u>gushing</u> or <u>shooting</u> water</i> on trail/ esplanade/ in a park
PR Fountain Repair Urgent	4	Drinking/decorative fountain if <b>gush/ shoot</b> water on bike trail/ esplanade/ in a city park
PR Graffiti	4	Mischievous mark (not on traffic sign) on bike trail, esplanade, or inside City Park. <b>If</b> on traffic sign, use <i>TMM - Traffic Sign Maintenance</i>
PR Lights	20	Light out, early/late (not dangling/ down/ sparking) on bike trail <i>or</i> inside a city park
PR Major Water Leak	4	\Water leak <b><u>gushing</u></b> in a park

PR Minor Water Leak 10

Water leak but **not gushing** in a park

PR Playground/Court Equipment 42

Replace or repair backstop, basketball backboard, basketball goal, basketball net, slides, soccer goal, swing and its parts, tennis net, or tennis net binder **in a city park**

PR Pool Fence Repair 4

Open or damaged gate/fence around pool **inside** a city park

PR Posts 42

Post(s) in ground that border street or parking lot: repair/ replace.

**Online Recreation Request through 311****Type of Service Request****Task Duration****Description of Task**

PR Pool Fence Repair

PR Pool Water Quality Control

**Online Grounds Maintenance Request through 311****Type of Service Request****Duration of Task****Description of Task**

PR Clean Pavilion/Restroom 14

Clean permanent, outdoor pavilion/restroom inside a city park

PR Dead Animal 14

Report dead animal **inside** a city park (SR is now private)

PR Litter Park 14

Report glass, or trash dumped/ overflowed/ scattered or in a city park.

PR Litter Esplanade 14

Report glass, or trash dumped/ overflowed/ scattered on bike trail, esplanade,

PR Mow Park 14

Mow grass on ballfield, park, & playground. Esplanades are mowed on a two-week schedule during growing season.  
***Not for SPARKS Parks.***

PR Mow Esplanade	14	Mow esplanades or medians are mowed on a two-week schedule during growing season. <b><i>Not for roadside</i></b>
PR Pest Control	14	Ants, bees, mice, rats, snakes, or wasps <b><u>in</u></b> a park; bees <b><u>in</u></b> a tree <b><u>in</u></b> city right-of-way
PR Portacan	14	Portable toilet: burned, dirty, full, or turned over
PR Hole in Ground	14	Hole in <b>unpaved</b> ground (not ballfield/ bike trail) on esplanade <i>or</i> inside a city park
PR Sprinkler Repair	3	Sprinkler head damaged on a ballfield; sprinkler heads damaged on an esplanade report to Parks Adoption Coordinator

### Online Forestry Request through 311

<u>Type of Service Request</u>	<u>Duration of Task</u>	<u>Description of Task</u>
PR Tree Trim	180	Trim tree or shrub <b><u>in</u></b> a park, <b><u>on</u></b> esplanade, or <b><u>in</u></b> city right-of-way
PR Tree Stump Grinding	45	
PR Tree Removal	180	Remove tree <b><u>in</u></b> a park, <b><u>on</u></b> esplanade, or <b><u>in</u></b> city right-of-way